

2012 Request for Site Proposal

Introduction:

The Department of Revenue, Division of Motor Vehicles is responsible for the issuance of the yearly license plate renewal decals and motor vehicle registrations. Currently, renewals and registrations can be completed by a county treasurer's office in the county of the applicant's residence, either in person or by mail. The Department also offers on-line internet renewals at SDcars.org. In addition, renewals can be conducted through a Self-Service Terminal (SST). The SST is similar to an ATM machine and is designed to walk the customer through the registration renewal using certain identification verification processes. The terminal is able to accept payment by credit card (Discover & MasterCard), debit card, or e-check and completes the transaction by issuing the license plate decals and vehicle registration directly from the machine. The Department currently has SST's located in Rapid City (Public Safety Building) and Sioux Falls (two retail locations) and is looking to expand the delivery of service to other areas of the state through additional SST placement.

Purpose:

The purpose of this proposal is to seek additional retail locations for placement of Self Service Terminals.

Criteria:

1. An SST site shall be located in an area where it will provide service to a high number of customers.
2. A site shall be indoors or in a secure vestibule with sufficient heating and cooling to be no more than 80 degrees F or less than 50 degrees F.
3. A site shall be open to the public 24 hours per day, seven days per week. If proposals are presented with hours differing from 24/7 availability they will be evaluated on a case by case basis and subject to approval by the Department.
4. A site shall have a security camera which covers the SST and a DVR system connected to the camera with minimum record time of 72 hours. Data must be retained for a period of 2 weeks.
5. A site shall provide electricity with voltage at 120 VAC, 60 HZ that can supply up to 8 amps.
6. A site shall provide necessary equipment and Internet circuit to provide connectivity to SST program components. The state vendor will work with the selected site to recommend equipment and connectivity options to determine the best option. A site will be responsible for the monthly costs of the circuit provided.
7. A site for placement of the SST shall be at least 30 inches wide and 69 inches tall and 36 inches deep.
8. The business shall pay all installation fees for installing SST. This includes but is not limited to shipping of the terminal and technical installation. (Estimated cost of not more than \$2,000).
9. The above services shall be provided at no charge to the State of South Dakota.
10. A 1-year commitment to the placement of the SST with at least 99% connectivity is required.
11. The State retains the right to determine the best location for placement of the SST in order to insure optimal usage and reserves the right to withdraw the service if it is determined it is in the best interest of the citizens of South Dakota. Selection will be done based upon an evaluation of each proposal received.

Proposals must be submitted to the Division of Motor Vehicles by 5 p.m. (CDT) on Friday, Sept. 14, 2012.

Inquiries: Prospective providers may make inquiries concerning this site proposal to:

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